

Navigating the Manager Dashboard for Training Analysis and Exception Reports

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Berkeley People & Culture

UC Learning Center Home page

11 Steps 

Start by logging into the UC Learning Center at this URL: <https://uc.sumto-tal.host/rcore/c/dash/home?domain=4>

STEP 1

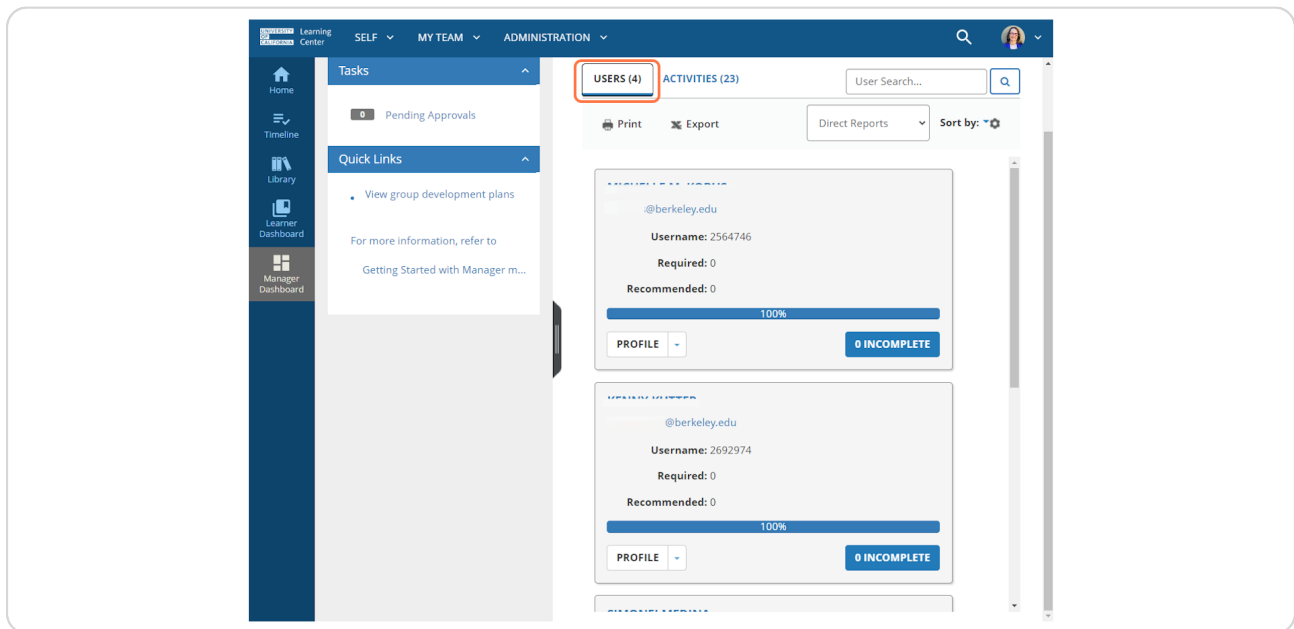
Find the Manager Dashboard on the left side of the page and Click.



STEP 2

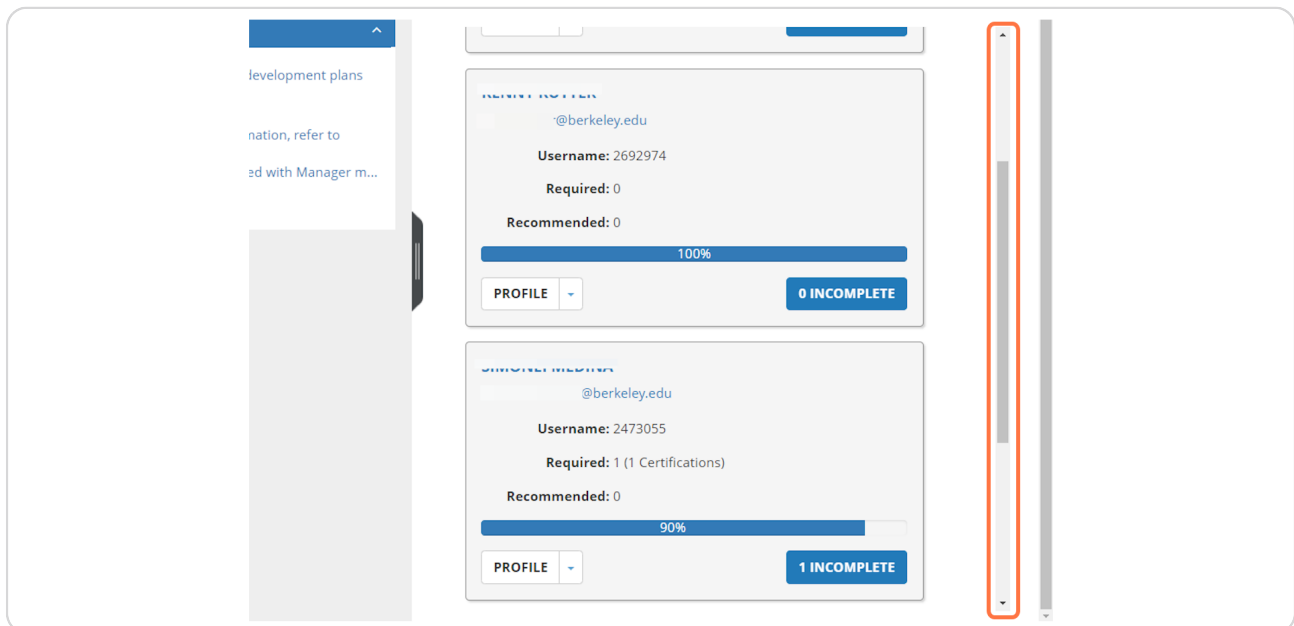
Look at the Users (#) tab at the top.

The number (#) represents the number of Direct Reports the UC Learning Center lists for you.



STEP 3

Use the scroll bars to move down the list of your employees.



STEP 4

Click on the blue button with a number before Incomplete, for example 1 Incomplete (as shown).

0 Incomplete means the employee is up to date on their Foundational Skills required training as of today.

The screenshot displays a user management interface. At the top, there are tabs for 'USERS (4)' and 'ACTIVITIES', a search bar labeled 'User Search...', and a search icon. Below the tabs are 'Print' and 'Export' icons, a 'Direct Reports' dropdown menu, and a 'Sort by:' dropdown menu with a gear icon. The main content area shows two user profile cards. The first card has a 'PROFILE' dropdown and a blue button labeled '0 INCOMPLETE'. The second card shows a user's email address ending in '@berkeley.edu', a 'Username: 2473055', 'Required: 1 (1 Certifications)', and 'Recommended: 0'. A progress bar below this card is at 90%. The second card also has a 'PROFILE' dropdown and a blue button labeled '1 INCOMPLETE', which is highlighted with a red rectangular border.

STEP 5

Review the list of Activity Names (course titles) shown and notice the Due Date.

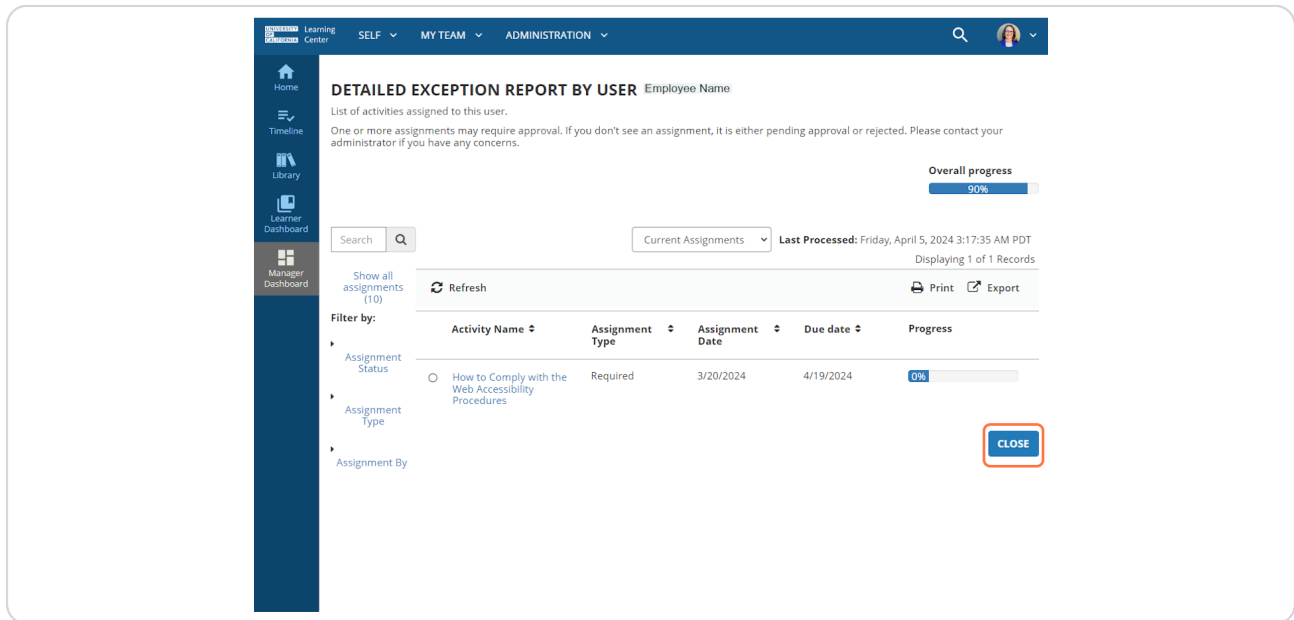
Only the Foundational Skills required trainings that your employee has outstanding will appear here.

The screenshot displays a 'DETAILED EXCEPTION REPORT BY USER' for an employee. The report shows a list of activities assigned to the user. The overall progress is 90%. The report is filtered to show 'Current Assignments' and was last processed on Friday, April 5, 2024, at 3:17:35 AM PDT. The report displays 1 of 1 records. The table below shows the details of the assignment:

Activity Name	Assignment Type	Assignment Date	Due date	Progress
How to Comply with the Web Accessibility Procedures	Required	3/20/2024	4/19/2024	0%

STEP 6

Click the Close button to return to your list of direct reports.

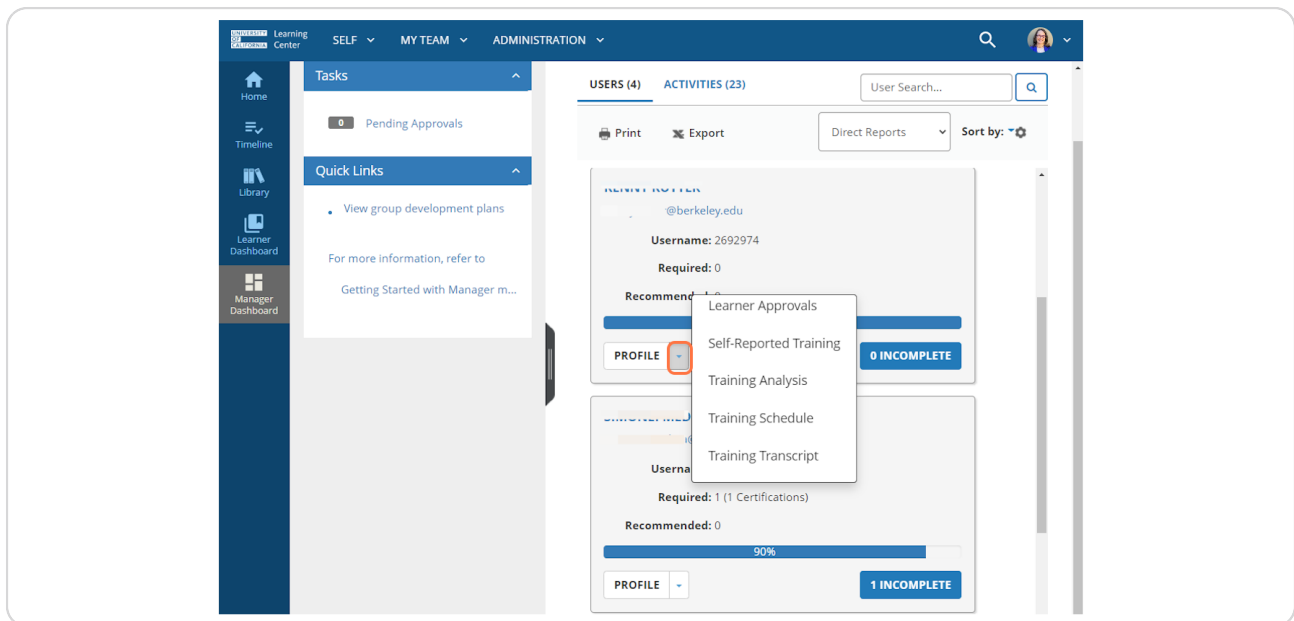


The screenshot shows the 'DETAILED EXCEPTION REPORT BY USER' page. The page title is 'DETAILED EXCEPTION REPORT BY USER' followed by 'Employee Name'. Below the title, there is a sub-header 'List of activities assigned to this user.' and a note: 'One or more assignments may require approval. If you don't see an assignment, it is either pending approval or rejected. Please contact your administrator if you have any concerns.' On the right side, there is an 'Overall progress' bar at 90%. Below this, there is a search bar, a 'Current Assignments' dropdown, and the text 'Last Processed: Friday, April 5, 2024 3:17:35 AM PDT' and 'Displaying 1 of 1 Records'. There are 'Refresh', 'Print', and 'Export' buttons. A table with columns 'Activity Name', 'Assignment Type', 'Assignment Date', 'Due date', and 'Progress' contains one row: 'How to Comply with the Web Accessibility Procedures' with 'Required' assignment type, '3/20/2024' assignment date, '4/19/2024' due date, and '0%' progress. A 'CLOSE' button is highlighted with a red box in the bottom right corner of the table area.

STEP 7

Click the arrow next to Profile to see other pages to navigate to.

The options listed will take you to pages that your direct report sees.

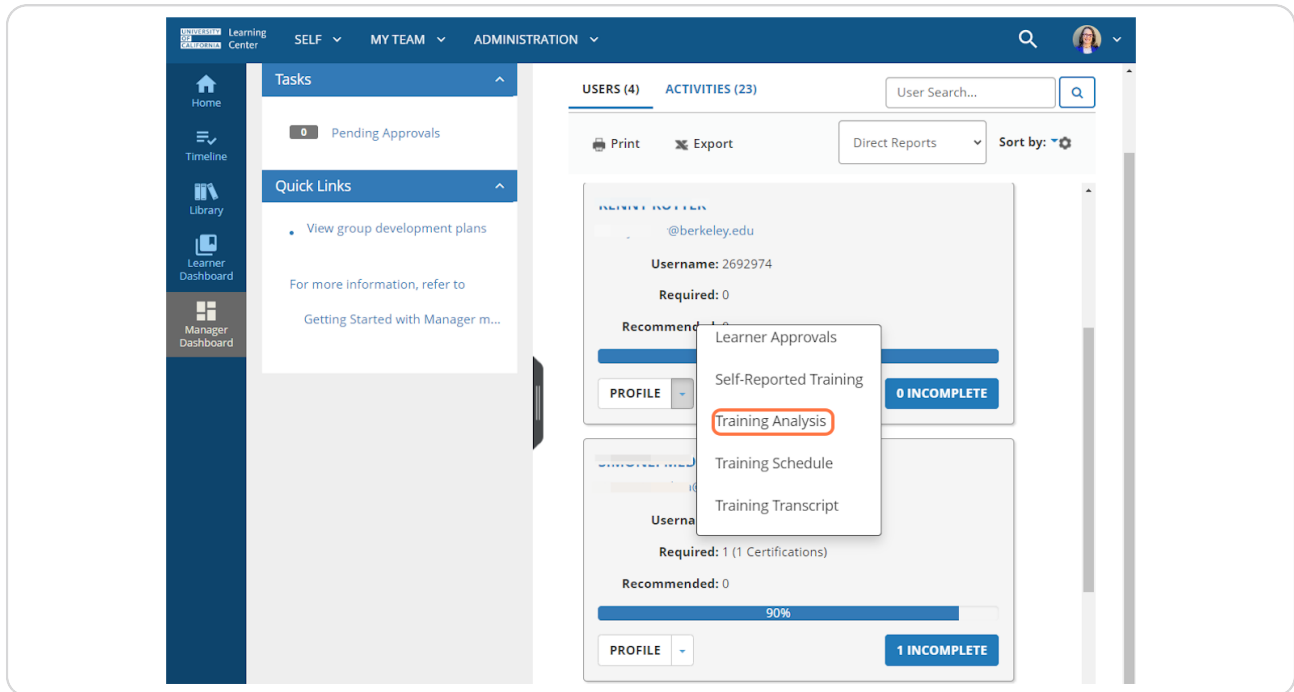


The screenshot shows the 'USERS (4)' page. The page title is 'USERS (4)' followed by 'ACTIVITIES (23)'. There is a 'User Search...' bar and a 'Direct Reports' dropdown. Below this, there is a 'Print' and 'Export' button. The main content area shows a list of users. The first user is '@berkeley.edu' with 'Username: 2692974' and 'Required: 0'. A 'PROFILE' button is highlighted with a red box, and a dropdown menu is open next to it, showing options: 'Learner Approvals', 'Self-Reported Training', 'Training Analysis', 'Training Schedule', and 'Training Transcript'. To the right of the user card, there is a '0 INCOMPLETE' button. The second user is partially visible with 'Username: ' and 'Required: 1 (1 Certifications)'. A 'PROFILE' button is also visible next to the second user, and a '1 INCOMPLETE' button is to its right.

STEP 8

Select the Training Analysis item to go to your direct report's full list of required and recommended trainings.

The UC Learning Center will have you emulate the direct report, so you'll be seeing what your direct report sees! This can take a few seconds and you'll see your browser working.

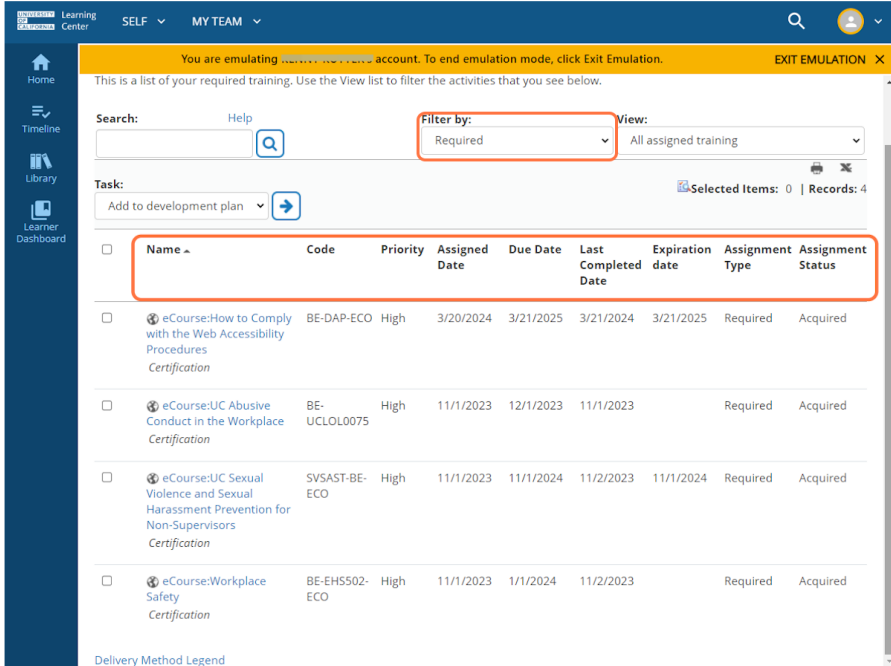


STEP 9

Use the Filter By option to show only those courses that are Required.

Review the Required courses that are listed for your direct report. Review the **Assignment Status** column to the right.

- ~ **Acquired** or **Attended** = current until Expiration Date (if there is one)
- ~ **Assigned** or **In Progress** = direct report should be completing these by the Due Date
- ~ Any other Assignment Status indicates the person is past due on the training and should complete it as soon as possible.



The screenshot shows the Learning Center interface. At the top, there is a navigation bar with 'SELF' and 'MY TEAM' dropdowns. Below this, a yellow banner indicates 'You are emulating ... account. To end emulation mode, click Exit Emulation.' The main content area displays a list of required training activities. A search bar and a 'Filter by' dropdown menu are visible, with 'Required' selected. The table below lists four courses, all with an 'Acquired' status.

Name	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
<input type="checkbox"/> eCourse:How to Comply with the Web Accessibility Procedures Certification	BE-DAP-ECO	High	3/20/2024	3/21/2025	3/21/2024	3/21/2025	Required	Acquired
<input type="checkbox"/> eCourse:UC Abusive Conduct in the Workplace Certification	BE-UCL0L0075	High	11/1/2023	12/1/2023	11/1/2023		Required	Acquired
<input type="checkbox"/> eCourse:UC Sexual Violence and Sexual Harassment Prevention for Non-Supervisors Certification	SVSAST-BE-ECO	High	11/1/2023	11/1/2024	11/2/2023	11/1/2024	Required	Acquired
<input type="checkbox"/> eCourse:Workplace Safety Certification	BE-EH5502-ECO	High	11/1/2023	1/1/2024	11/2/2023		Required	Acquired

STEP 10

Click on EXIT EMULATION to return to your Manager Dashboard

You are emulating [username]'s account. To end emulation mode, click Exit Emulation.

This is a list of your required training. Use the View list to filter the activities that you see below.

Search: [input] Help [icon] Filter by: Required View: All assigned training

Task: Add to development plan [icon] Selected Items: 0 | Records: 4

<input type="checkbox"/>	Name	Code	Priority	Assigned Date	Due Date	Last Completed Date	Expiration date	Assignment Type	Assignment Status
<input type="checkbox"/>	eCourse:How to Comply with the Web Accessibility Procedures Certification	BE-DAP-ECO	High	3/20/2024	3/21/2025	3/21/2024	3/21/2025	Required	Acquired
<input type="checkbox"/>	eCourse:UC Abusive Conduct in the Workplace Certification	BE-UCL00075	High	11/1/2023	12/1/2023	11/1/2023		Required	Acquired
<input type="checkbox"/>	eCourse:UC Sexual Violence and Sexual Harassment Prevention for Non-Supervisors Certification	SVSAST-BE-ECO	High	11/1/2023	11/1/2024	11/2/2023	11/1/2024	Required	Acquired
<input type="checkbox"/>	eCourse:Workplace Safety Certification	BE-EHS502-ECO	High	11/1/2023	1/1/2024	11/2/2023		Required	Acquired

Delivery Method Legend

STEP 11

Click your Manager Dashboard to review other direct reports' training.

Welcome to the UC Learning Center

Manage My Registrations (Training Schedule)

Required Training (Training Analysis)

My Learner Dashboard

Transcript & Certificates (Training Transcript)

Find A Course (Search)

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